



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

### Announcement #AR06-009

### AUTOMOTIVE WORKER – Indefinite (CECOM)

#### Army Technician Vacancy Announcement

10 positions, 5 at the WG-8 level and 5 at the WG-10 level.

**Open Date:** 22 November 2005

**Closing Date:** Open Until Filled

**Series/Grade:** WG-5823-08/10

**Salary Range:**

WG-08 \$18.71 - \$21.83 Per Hr

WG-10 \$20.98 - \$24.48 Per Hr

**ENL CFM:** 14, 21, 25, 33, 63, 77, 92, 94

**PD#:** 70315/70235

**ENL MOS:** 88H/M/N/Z

**Location:** CSMS, Clackamas, Oregon

**Type of Appt:** Excepted **X** Enlisted **X**

**PCS:** No PCS authorized.

#### Areas of Consideration:

**First Area:** Current permanent full-time technicians of the Oregon ARNG.

**Second Area:** All Members of the Oregon ARNG.

#### Summary of Duties:

This position is located in a Surface Maintenance Facility. Its purpose is to perform organizational maintenance and repair on equipment supported by the facility, which could include a variety of tactical and automotive vehicles, including sedans, station wagons, buses, all terrain vehicles, trucks, and semitrailers. Independently performs the less complex repair tasks including removing and replacing new or rebuilt components and assemblies such as voltage regulators and injectors, etc.. Performs operational inspection and ensures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc., and performs other preventive maintenance operations as required. Applies modifications to equipment according to modification work orders. Uses a variety of diagnostic and test equipment to include pressure gauges, feeler and dial gauges, ignition timers, injection testers, vacuum and fuel pump testers, etc.. Performs a variety of vehicle and equipment servicing to include lubrication, oil and filter changes, vehicle winterizing, tire repair and rotation, and wheel repacking.

**Method of Evaluating Qualifications:**  
**Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Experience, education, or training which demonstrates the candidate's ability to maintain and repair automotive vehicles. Must have a knowledge of where and how components, accessories, and parts of systems, such as wheel cylinders, fuel lines, condensers, etc. are installed. Must have the ability to use test equipment, reference material and manuals, and maintain tools and equipment.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying for the **WG-08** level must have **12 months** and **WG-10** level must have **18 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Skilled in the principles of automotive engine and components.
2. Ability to use the full range of complex test and measuring instruments.
3. Ability to operate assigned vehicles and equipment organic to the supported units and identify (troubleshooting) causes of automotive problems.
4. Ability to document required service records to authenticate type of service performed and disposition of vehicle or equipment.

<b>Substitution of Education for Specialized Experience</b>
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Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

<b>Special Information</b>
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Unit of military assignment is any unit supported by Camp Withycombe, Clackamas in **ENL CFM:** 14, 31, 33, 35, 63, **ENL MOS:** 88H/M/N/Z. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior

to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%